

Equality Impact and Needs Assessment Form



NB: Use the electronic MS Word template. Add additional rows and increase box size as required. Make sure your final document is suitable for publishing.

A) Description	
	Name of service, function, policy (or other) being assessed
	County Hall Travel Plan
	Directorate or organisation responsible (and service, if it is a policy)
	Chief Executive's Directorate
	Date of assessment (DD/MM/YY)
	August 2008
	Date next assessment due (3 years)
	March 2009
	Names and/or job titles of people carrying out the assessment
	Charlotte Reynolds, Corporate Travel Plan Co-ordinator
	Accountable person (e.g. Head of Service)
	Richard Buzzacott, Head of Business Transformation
	Date EINA Form approved by accountable person (e.g. Head of Service)
	August 22nd
1.	<p>What are the aims or main purpose of the service, function or policy? What does it provide and how does it provide it?</p> <p>This policy has been proposed to contribute to 'Making Devon Greener' by reducing the carbon footprint of all travel related activities at County Hall, in response to the successful introduction of the first non car day at County Hall. This was introduced in 2005 and has restricted staff access to the car park to four days out of five each week, resulting in a marked reduction in the number of single occupancy car journeys, and a commensurate decrease in carbon generated. Staff response to the introduction of this first non car day has been largely positive and has encouraged everyone travelling to County Hall to make changes in the way they travel.</p> <p>The policy sets out a number of incentives to encourage and support 'greener travel'. These will include: providing discounted tickets for public transport; improved facilities for walkers and cyclists; access to personal travel planning assistance; a series of awareness raising events on campus; exploring possibilities for improved public transport links to County Hall ; introducing a</p>

	<p>second car free day; and charging staff and visitors for car parking at County Hall. The policy also sets out measures to discourage car use. These include the introduction of a second ‘non car day’ and a daily car park charge. The car park revenue will be used to finance the various travel plan incentives.</p>
2.	Location or any other relevant information
	County Hall, Topsham Road, Exeter
3.	List any key policies or procedures to be reviewed as part of this assessment.
	Modernising the Way We Work
4.	Who is intended to benefit from the service, function or policy?
	<p>As part of the ‘Making Devon Greener’ project, the prime beneficiary will be the environment. The policy will deliver a significant reduction in the County Council’s carbon emissions. In addition, it will play a major role in reducing local traffic congestion around County Hall and improving safety and air quality for local residents.</p> <p>Acknowledging that everyone has a personal responsibility to find ways to reduce their own carbon footprint, the project will play a major role in helping all staff and visitors find ways to address and meet those challenges.</p> <p>By encouraging staff to make more use of car sharing, public transport, cycling and walking, staff at County Hall will also benefit from improved health and well being, and reduced travel to work costs.</p> <p>Devon County Council should also benefit from a reduction in business travel expenditure.</p>
5.	Who are the stakeholders? What is their interest?
	<p>The Devon electorate Devon County Council has made a public commitment to the electorate of Devon to ‘Make Devon Greener’. This policy makes a strong statement about that commitment.</p> <p>Local residents Residents living in the immediate vicinity of County Hall will experience a reduction in local traffic congestion and an improvement in local air quality. There is also a possibility that as a result of the measure proposed in this policy, there will be an increase in non residents car parking in the residential streets around County Hall, and in streets that are outside the restricted zones, but within cycling distance or close to bus routes to County Hall.</p> <p>Other Businesses in Devon Many businesses in Devon have had Travel Plans ‘imposed’ on them as part of section 106 planning agreements. They need to see that Devon County Council is taking similar steps to reduce its own travel generated impacts.</p> <p>Elected members Members have taken political positions on a number of issues that this policy will have an impact on, including carbon management, traffic control, public transport and the environment.</p> <p>Devon County Council The authority has annual carbon reduction targets, monitored by our climate change officer, and this policy will contribute to achieving the annual reductions. By 2010, Devon County Council will be a ‘mandatory participant’ in the Carbon Reduction</p>

Commitment, and although at present transport, and in particular commuting travel, is excluded from the commitment, the landscape for carbon reduction targets is changing rapidly, and the Authority should be in a state of readiness to meet any changes to these commitments as they arise.

Staff

For the purposes of this document, staff shall be defined as ALL people working at County Hall, including Members and the staff of other organisations based at County Hall (e.g. the Community Council of Devon, Devon Primary Care Trust, Global Action Plan). The policy has a direct impact on how they travel to work, the time it takes and the cost.

Visitors to County Hall

This policy will have a minimal impact on visitors to County Hall as it provides for an increased provision for visitors, with dedicated and free disabled parking bays. Charges will match the current on-street parking that many visitors already make use of.

6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts? For example: complaints, comments, research, outcomes of a scrutiny review. Please describe:

2007 COUNTY HALL TRAVEL TO WORK SURVEY

In April 2007, all staff at County Hall were invited to complete a detailed survey on their daily travel to work patterns. Just over 1000 responses were received, which indicated that, in general, the introduction of the first non car day has been seen as a success, and greeted with approval by staff. However, although this survey was done before the County Hall Travel Plan project was begun, staff responses indicate that there was a widespread expectation that more travel restrictions were likely to be introduced, and identified a number of potential difficulties.

Flexible hours/homeworking:

Although the vast majority of staff said that they thought their job would allow them to work flexi hours, or partially from home (95% flexible hours. 84% home when appropriate, 69% from home some of the time), 40% of those were not certain that their managers would support them.

Childcare/caring responsibilities:

21% of respondents said that daily car use was essential as they needed to deliver a child or other dependant as part of their journey to work. In the general responses, a number made comments that juggling the demands of childcare with work was already complicated and any further restrictions would cause considerable difficulties.

Work Life balance:

A number of comments related to the erosion of personal time that using alternative means of transport entailed.

Public transport:

The lack of suitable service coverage, unreliability and additional time involved in using busses and trains was an issue that was frequently raised, particularly affecting staff living in rural locations some distance from County Hall. Other staff raised the issue of personal safety, particularly waiting for/getting off busses in unlit, deserted streets and lanes.

Essential Car users:

Some staff felt that as their contract required them to have a car available for work,

they should have, and needed, unrestricted access to the site.				
FOCUS GROUPS				
The 2007 County Hall Travel Survey invited staff to take part in a series of focus groups to examine the issues in more details; 66 staff responded and took part in one of 6 workshops. The points raised mirrored those highlighted by the wider survey, particularly the difficulties for those with childcare commitments and the inadequacies of public transport.				
B) Relevance				
	Select all that apply:			Scale of relevance
7.	Front line service or facility for people.		Low	
8.	Discretion is exercised, or potential for people to experience different treatment or level of satisfaction with the service.		Medium	Section C applies
9.	Employment policy – where discretion is not exercised.		Medium	
10.	Employment policy – where discretion is exercised (e.g. recruitment or disciplinary process).		High	Sections C & E apply
11.	Concerns at a local, regional or national level of discrimination/inequalities.		High	
12.	Major change such as the closure, removal or transfer of a service/provision.	√	High	
13.	Community and regeneration strategies, local area agreements and organisational or directorate/partnership strategies/plans.		High	
(Note: if not relevant, do not complete this form)				
Mark 'X' to confirm which strands are relevant to the review:				
Age	x	Disability		x
Gender (men and women)	x	Race/ethnicity		x
Trans-gender		Religion/belief		
Sexual orientation		Other (state below)		
Any other (such as Human Rights, people on low incomes and specific sub-strands requiring particular focus such as Travellers and Gypsies, Deaf people):				
People on low income People with caring responsibility People living in rural areas People who have far to travel				
C) Information				
14	What information (monitoring or consultation data) have you got and what is it telling you? <i>Required where relevance is Medium or High.</i>			
	Devon County Council's document 'Employment Diversity Data – April 2007 to March 2008' quantifies the % representation of the major equality strands across the Authority as a whole, excluding school staff. No accurate data exists to break this			

down by main place of work, so for the purpose of this assessment, it has been assumed that these figures are also representative of strand representation at County Hall. A full breakdown of the data can be found at http://www.devon.gov.uk/index/your_council/inside/jobs_and_careers/recruitment/staff_profile.htm

Headline figures shows that:

- 75% of the workforce is female, and of those,
 - 73% are part time
 - 9% are from black and minority ethnic communities
 - 2.2% have a disability.
- 25% of the workforce are male, and of those
 - 36% are part time
 - 1.6% are from black and minority ethnic communities
 - 3.4% have a disability
- 73% of the workforce are over 40, with
 - 12 % aged 60 and over
 - 9% aged between 16-29

The Best Value Performance Indicators show that Devon County Council is not meeting its targets for those with disabilities.

Information currently held on existing staff travel arrangements is taken from the County Hall staff travel to work survey, which was sent to all staff based at County Hall in May 2007. Two thirds of the workforce completed it and the results can be seen at <http://staff.devon.gov.uk/ch-travel-survey-2007.pdf>. This survey will be repeated in 2009, and this and all subsequent travel surveys will include questions to monitor the impact of the policy on equality.

D) Assessment

15 Describe any NEGATIVE impacts (actual or potential):

Strand/community	Impact (<i>how</i> they may be affected). Include assessment of risk (likelihood and severity).
People with caring responsibilities	<p>People with caring responsibilities may need access to cars or means of transport that would get them fast access to those they have responsibility for. Staff with children who need to drop them off at school or nursery en route, may find it difficult to make alternative arrangements.</p> <p>These negative impacts may be compounded for those who live in rural areas, and other parts of the region where public transport alternatives are limited or not readily accessible, and journey times are longer.</p> <p>In addition, there are several staff (see survey results below) who have caring responsibilities for someone with a disability.</p>
People on low income	<p>Lower paid workers may be disadvantaged by increased travel and parking costs. The effects may be compounded for those living at a distance from their place of work and in rural locations where access to</p>

		alternatives are limited.
	Disability	People with physical, sensory or learning disabilities may find it difficult to access public transport. Additional distances may provide a barrier to alternative transport. People with little or no hearing may find some activities (e.g. cycling) difficult. Accessing alternative means of transport may be difficult or impossible for people with mental health problems.
	Vulnerability	Women and older members of staff may feel more vulnerable getting to an access point and/or waiting for/getting off public transport where there is insufficient lighting / security, particularly in winter months. Although published crime statistics show that in reality, the risk is very low, a fear of crime can be as damaging as the crime itself. These figures also show that in actual fact, the group most at risk from personal attack are young men, highlighting the potential risk to Devon County Council's staff that fall into this strand. People of other ethnic groups may also feel more vulnerable getting to an access point and/or waiting for/getting off public transport where there is insufficient lighting / security, particularly in winter months.
	Race/Ethnicity	People for whom English is not a first language may find it more difficult to access information about and use alternative forms of transport.
16 Describe any POSITIVE impacts:		
	Strand/community	Impact (<i>how they may be affected</i>)
	All strands, particularly carers.	The revised homeworking and flexi policies have a positive impact for those with caring responsibilities, who benefit from being able to plan their working days around the demands of their roles as carers. All staff will benefit from an improved work/life balance.
	All staff except those with disability	Providing subsidised annual bus tickets through the salary sacrifice scheme reduces travel to work costs, and may remove the need for car/second car ownership altogether. Using more active forms of transport has positive health benefits.
	Disability	People with sensory or learning disabilities, who already rely on public transport, could benefit from subsidised annual bus tickets through the salary sacrifice scheme.
17 Provide any information about NEUTRAL impacts that have been identified (there is neither a positive or negative impact):		
	Strand/community	Why there is 'no differential impact'
	All staff	Since the introduction of the non car day in 2005, staff are already finding alternative methods of travel for one day a week.

	Staff who already travel to work without their car	The 2007 County Hall Travel Survey showed that 25% of staff based at County Hall already travel to work regularly without their car and this policy will not affect them		
E) Consultation				
18	Did you carry out any consultations? <i>Required where relevance is High.</i>			
	YES			
19	Who was consulted? Include your findings in 15, 16 and 17 above.			
	<p>Following publication of the Travel Plan proposals on the source, in November 2007, 386 comments from staff were sent to InContact. These have been analysed for equality issues and the results are as follows:</p> <ul style="list-style-type: none"> • 2 related to age • 39 related to childcare/school & nursery drop off arrangements • 4 related to a combination of childcare/school & nursery drop off arrangements and rurality/distance • 5 related to disability • 5 related to caring responsibilities for someone with a disability 			
20	Describe other research, studies or information used to assist with the assessment and include your findings above:			
	<p>Health :</p> <p>The BHF and WHO have research data that indicates that in the UK, obesity rates have tripled over the past twenty years; heart disease, diabetes, high blood pressure and osteoarthritis are all conditions linked to obesity; coronary heart disease is still the biggest killer. A less active lifestyle is largely to blame; thirty minutes brisk exercise five or more times a week will help to effectively protect against these conditions, but the research shows that over 70% of women and 60% of men in the UK are not achieving this.</p> <p>Safety;</p> <p>Devon & Cornwall Crime Prevention Team have been consulted informally on the issues around safety. They confirm that the official statistics, available from the Government Office of National Statistics show that although women may feel the most vulnerable to personal attack, the group that is actually most at risk are young males.</p>			
F) Conclusions				
	Action/objective/target OR Justification	Resources required	Timescale	I/R/S/O
a)	<p>Target - Disability:</p> <p>Exempt blue badge holders from proposed charges and both non car days.</p> <p>Give temporary exemption to charges and non car days for staff who are not blue badge holders but have been assessed as in need by wellbeing@work, * Amended 23/11/2009</p>	None	<p>Already implemented</p> <p>Amended action implemented 23/11/2009</p> <p>Amended</p>	I

	** second amendment 11/02/2010 *** third amendment 05/08/2010		action implemented 05/08/2010	
b)	Action: Strengthen access to flexible working and home-working for as many staff as possible and harmonise implementation across departments and directorates. Identify which roles are not suitable for home-working.	Re-worked Home-working and flexi rule policies Manager attitude survey	Current and ongoing. Done	
c)	Action: Introduce a salary sacrifice scheme for the purchase of subsidised annual bus passes	None – in hand	December 2008	
d)	Action: Provide emergency taxi/ lift home for carers and parent when needed.	Possible funding	Already implemented	I
e)	Target – Disability: Promote the Devon Access Wallet	Information – consult with TCS	November 2008	I
f)	Target – People for whom English is not the first language: Promote easy public transport information and provide all managers with information about translation services	Information – consult with TCS/translation services. Prepare manager briefing note	January 2008	
g)	Justification: It is recognised that the impact of the restrictions is specific to the many, but the variety of alternatives available may not fit individual requirements. As a result, it has to be recognised that in order to achieve the stated aims of the policy, there will inevitably be a few staff who will find it particularly difficult to make alternative travel arrangements for their second non car day.			
h)	Objective: Monitor the impact that this policy has on retention and recruitment	Strategic intelligence – analysis of HR data for year post implementation in April 2009	April 2010	
i)	Objective:	New project board	January	

	Work with CYPS to identify and improve provisions for working parents and access to childcare facilities closer to home		2009	
j)	Objective: Feed back information from staff about locations where they feel there is a need for improvements in lighting etc. to improve personal safety to the appropriate Devon County Council teams	Set up new online 'sustainable travel forum' for reporting issues and feeding back appropriate responses from responsible DCC teams	November 2008	

(I) Taking immediate effect.

(R) Recommended to Council/Directors through a Committee or other Report*.

(S) Added to the Service Plan.

(O) Added to the Fair for All Programme (as an organisational improvement)**

*** Amended rules for wellbeing@work exemption 23/11/2009**

Following further research and discussions with both existing blue badge holders and wellbeing@work the rules relating to exemption from charging for staff with temporary medical needs as assessed by wellbeing@work have been changed.

- Wellbeing@work has informed us that any member of staff whose medical condition requires permanent exemption from the non car days must apply for a blue badge.
- Wellbeing@work exemptions will only be given to staff with temporary medical conditions.
- Any request for temporary exemption from the non car days must be accompanied by a current letter of recommendation from wellbeing@work.
- The exemption will be time limited.
- The exemption applies to the non car day rule only. It does not exempt staff from the charges.

**** Second amendment to rules for medical exemption to non car day rules 11/02/2010**

Wellbeing at work have further considered the issues relating to exemption from the car park rules for those staff with both temporary and long term medical needs. They have informed us that from now on they will only issue guidance on whether or not a member of staff is considered to be able to use public transport.

- Any member of staff who feels that they have a medical condition which requires exemption from the non car days must ask their line manager to refer them for an assessment with wellbeing@work.
- Wellbeing@work will make an assessment only of the ability of the applicant to use public transport.

- Wellbeing@work will issue a letter of advice based on this assessment.
- It has been agreed that the only members of staff who will be given an exemption from the non car days (other than blue badge holders) will be those staff who have been assessed as being unable to use public transport.
- Lack of public transport links from the home address will not be the basis of an exemption as staff will be expected to use the PR6 park and ride service from Sowton to County Hall or the H1 service from the Honiton Road park and ride site to Matford Lane.

Notes:

The national blue badge concessions only apply to on-street parking. They do not apply to off-street car parks such as supermarket car parks, or privately owned roads such as those you find at airports. Badge holders are not automatically exempt from charges in these car parks.

Several of the blue badge holders who are based at County Hall have suggested that they feel unfairly advantaged by the exemption from charges and that exemption from the non car days alone would be sufficient. However, since the car park revenue has been ring fenced for the provision of public transport alternatives that blue badge holders may not be able to benefit from it has been felt that at present the exemption from charges should remain. This exemption will be reviewed regularly.

There are a number of staff who do not currently hold blue badges but who have previously been given a long term exemption from the non car day by wellbeing@work. These have been instructed to apply for blue badges. In the interim period they have been exempted from the non car days but are required to pay for their parking. If they are not eligible for blue badges but have a permanent condition which means they may not be able to use public transport we will review the exemption provisions for these people with wellbeing@work.

The recommendations made by wellbeing@work will be final.

People with temporary exemptions will continue to pay for parking charges, because they will be able to benefit from the public transport subsidies.

***** Third amendment to rules for medical exemption to non car day rules 05/08/2010**

Wellbeing at work have further considered the issues relating to exemption from the car park rules for those staff with both temporary and long term medical needs. They have informed us that from now on they will only issue guidance on whether or not a member of staff is considered to be able to use public transport.

- Any member of staff who feels that they have a medical condition which requires exemption from the non car days must ask their line manager to refer them for an assessment with wellbeing@work.
- Wellbeing@work will make an assessment only of the ability of the applicant to use public transport.
- Wellbeing@work will issue a letter of advice based on this assessment.
- Staff are required to discuss their request in full with their line manager, to explore what options are available for them to manage their non car days, to

include car sharing, public transport, park and ride, park and share and flexible working arrangements and complete a standard report form.

- Flexible working also includes working from or at home and working from another location.
- This report form will be sent to the head of Business Transformation Unit who will use the findings to make a final decision about whether to grant the request for exemption.
- Lack of public transport links from the home address will not be the basis of an exemption as staff will be expected to use the PR6 park and ride service from Sowton to County Hall or the H1 service from the Honiton Road park and ride site to Matford Lane.

It is intended to conduct a full review into the grant of exemption to the non car days to all members of staff, including blue badge holders. This review will take place to coincide with the commencement of the new Equality Act 2010 core provisions in October 2010.